

STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Proposed New Policy 5-49.3:
Employee Job Share Program

ITEM NO: 10.F

PREPARED BY: Rick Fitzgerald,
Executive Director of Human Resources

MEETING: May 23, 2006
ACTION DATE: June 20, 2006
INFORMATION ONLY: N/A

Lisa Foeman Boatwright,
Assistant Director of Human Resources

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board receives for information proposed new Policy 5-49.3 to implement an Employee Job Share Program. Proposed new Policy 5-49.3 is attached.

KEY POINTS:

- Employees have requested for many years that an Employee Job Share Program be studied for feasibility and eventual implementation.
- An Employee Job Share Program would allow two individuals to share one full-time equivalent (FTE) position.
- An Employee Job Share Program is designed to provide alternative work options, improve staff morale and productivity, and to enable employees to better meet the dual responsibilities of family and work.
- The Human Resources Department assembled a committee two years ago to study this option. A proposal was developed. The committee recommended that the proposal be presented to principals and directors for review and input.
- The proposed program has been presented to principals and directors. Input has been received and incorporated into a proposed policy and proposed regulations.
- It is recommended that the proposed policy be implemented as a two-year pilot to allow for evaluation of program effectiveness.
- Proposed regulations to implement the policy will be presented for information at the May 23, 2006 meeting of the School Board.
- The Department of Human Resources supports implementation of an Employee Job Share Program.

SCHOOL BOARD GOAL: Introduce programs to enhance employee status, within the school division and the community at large, so that employees are aware of their value to school and community.

FUNDING SOURCE: N/A

AUTHORIZATION REFERENCE: Bylaw 1-32 – Policy Adoption, Amendment & Suspension

PERSONNEL**EMPLOYEE JOB SHARE PROGRAM**

The Employee Job Share Program allows two individuals to share one full-time equivalent (FTE) position. This program is designed to provide alternative work options, improve staff morale and productivity, and to enable employees to better meet the dual responsibilities of family and work.

Participation in the Employee Job Share Program is strictly voluntary and subject to approval by the building principal/supervisor of the site where the proposed job share arrangement will take place.

The Employee Job Share Program shall be implemented as a pilot program for FY2007 and FY2008. The School Board shall determine whether to continue the Employee Job Share Program upon completion of the two-year pilot period.

The School Board reserves the right to abolish the Employee Job Share Program at any time if it considers the program's abolishment appropriate or legally required. The School Board does not assume responsibility for any claims by any employee regarding the Employee Job Share Program from the time of its inception or any time in the future. In addition, the Employee Job Share Program is not subject to any grievance, administrative review, or any other type of review by participants in the program or by those denied participation in the program.

The Superintendent shall promulgate regulations for the operation and administration of the Employee Job Share Program.

Editor's Note

See also division regulation R5-49.3 Employee Job Share Program

Effective Date: July 1, 2006

Adopted by School Board: